



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-619

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Office of Personnel

Employment

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>APPLICATIONS FOR EMPLOYMENT/PROMOTIONS</u> All applications; resume's etc. received in response to posted full-time vacancies, or for part-time or temporary work, and all enclosures and attachments contained therein.	Retain in office for one (1) year or for the duration of the eligibility list. Transfer to Records Center for additional two (2) years, then destroy.
2.	<u>EXAMINATION PAPERS FOR MERIT SYSTEM VACANCIES</u> All exam papers pertaining to each applicant's final score and rank on an eligible list. Including, but not limited to, written multiple-choice computer answer sheets, oral rating sheets, training and experience questionnaires, training and experience rating sheets, performance rating sheets.	Retain in office for one (1) year or for the duration of the eligibility list. Transfer to Records Center for additional two (2) years, then destroy.
3.	<u>EXAMINATION MASTER FILES</u> Files containing examinations and selection processes, criteria, matrixes, frequency distributions for each posted administration, test statistics, examination reports, and related information for all posted, Merit System current classifications.	Screen annually and purge all records five (5) years or older, and no longer needed for current business. Microfilm and destroy paper records. Retain microfilm permanently.
4.	<u>ANNOUNCEMENT HISTORY FILES</u> Files for each separate job announcement/posting, including summary reports of applicants' test scores, copies of eligible lists and certification lists, memos between operating agencies and our office, samples of job announcements and form letters sent to applicants and related correspondence and information.	Retain in office for one (1) year or for duration of eligibility list. Then microfilm and destroy paper records. Retain microfilm permanently.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

1/18/88 Donald G. Turek
DATE SIGNATURE

SCHEDULE APPROVED BY *Acting*
COUNTY ADMINISTRATIVE OFFICER

1/21/88 Stanley G. Smith
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

1-11-88 J. Miller
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

1/29/88 Edward R. [Signature]
DATE SIGNATURE